## School Employee Guide to Online Resources 2013-2014

Log on to the OCS website (http://ocsww.org) as an Employee. (Click Employee Login in upper right corner)



Remember: User Name:	Password Hint:
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Your school's administrator can create a new account, as well as change your password and email.

If your administrator is unable to answer your questions, contact: <a href="OCS@seattlearch.org">OCS@seattlearch.org</a>

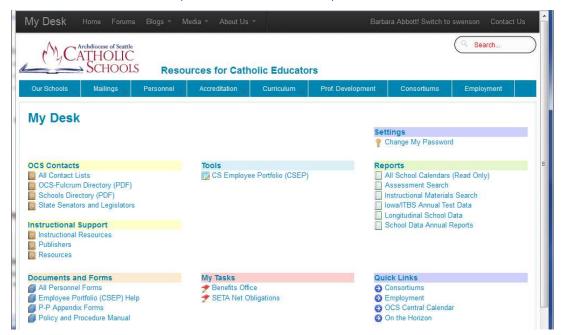
#### Use the convenient banners on our website.

Black banner: My Desk (see detail below), Forums, Blogs, Media, About Us, Contact Us

Blue banner: Our Schools (School Finder), Mailings (Teacher Monthly Mailing), Personnel (Forms & Manuals), Accreditation (Resources), Curriculum (Links), Prof. Development (Clock hours), Consortiums (Information), Employment (AppliTrack)

**My Desk** (available after login) contains your important access points to resources. This screen may show additional resources as your local administrator assigns you additional Roles and Positions.

- Contacts Lists allows you to see other employees by role and position within the archdiocese.
- Forms (mostly fill-in PDFs), Manuals (Policy & Procedure) and Reports (Longitudinal School Data)
- OCS Calendar and School Calendars
- How-to and help files
- Catholic Schools Employee Portfolio (CSEP) Your Personal Information See page 2
- Instructional Resources and Assessment Search
- Tasks: Benefits, SETA Net Obligations
- Quick Links: On the Horizon (list of events in the future)



# Quick 1-2-3 Guide to Creating an Employee Portfolio (CSEP)

- 1. Log on to ocsww.org using Employee Login.
- 2. Click My Desk on the black banner, then click on CS Employee Portfolio under the Tools heading.
- 3. Fill out the three pages (screens) of Profile information inside your Portfolio.

### **Expanded explanation:**

### 1. Log on to ocsww.org using Employee Login and entering your User Name and Password.

Your User Name and Password is created and edited by your school administrator. If you do not know your User Name, it is normally your first and last name (Jane Doe), but your school administrator can confirm your User Name. If you do not know your User Name or Password, click the **Can't access your account?** and follow the steps in the instructions. You can also ask your local school administrator to change your password. They cannot see your current password, but they can change it and tell you the new password.

### 2. Click My Desk on the black banner, then click on CS Employee Portfolio under the Tools heading.

The My Desk page shows you many links that may be of interest. If you are not logged in, you may not have access to many of these links. You local administrator assigns roles and permissions giving you access to additional information. For example, your school may be part of the Riverside-ITBS consortium and your local administrator could enable links to your school's data.

#### 3. Fill out the three pages (screens) of Profile information.

Please enter your personal information using the three tabs: **About Me, Contact Info** and **Background Info**. The three Profile pages are the core of your Portfolio. The fourth tab, Summary/Print allows you to print a summary of your Profile information.

Optionally, there are additional capabilities of the Portfolio that you can access via tabs:

- Profile Photo Allows you to upload photos to include in Profile.
- **Professional Development** Keeps track of your professional development activities such as clock hours and credits.
- **Professional History** –Documents your Education, Employment, and Achievements.
- **Files** Allows you to upload Word, PDF, and spreadsheets. This can be lesson plans, scanned certificates, video, etc.

There will be other capabilities added in the future to enable you to communicate, share and network with other professionals within the archdiocese.

More detailed help is available from Employee Portfolio (CSEP) Help under the Documents and Forms heading of the My Desk page. If you experience further difficulties completing your Profile, please see your designated local school administrator of CSEP. Thank you for using your Profile!